Documents/Resources
For
Program Evaluation Visit

Documentation/Resource	Y/N	Notes
Instructional Plan/Calendar	Y/N	
Syllabus/Program Handbook	Y/N	
School Handbook/Student Policies	Y/N	
Instructional Management System	Y/N	
Weighted and Defined Grading Scale	Y/N	
Evaluation Methodology	Y/N	
Access to Student Files (interests/special needs)	Y/N	
Documentation of IEP Team Participation	Y/N	
Career Awareness Activities	Y/N	
Industry Credentials	Y/N	
Alignment with Academic Instructors	Y/N	
Program Strategic Plan	Y/N	
Instructional Materials- Standards, Adapted as Needed, Organized	Y/N	
Demo Variety of Instructional Strategies	Y/N	
Teacher Certification	Y/N	
Teacher Professional Development	Y/N	
Student Support Services Available	Y/N	

Evidence of Cooperative Teaching	**Y/N**	
Resume Showing Community Involvement, Professional Involvement in Organizations	**Y/N**	
Results of Instructor Evaluation	**Y/N**	
School Org Chart	**Y/N**	
Enrollment in Compliance with Rules	**Y/N**	
Articulation Efforts with Technology Center	**Y/N**	
Quantity and Quality of Equipment/Training Stations	**Y/N**	
Budget/Funding Documentation	**Y/N**	
Inventory on File	**Y/N**	
Technology and Software Available	**Y/N**	
Facility Maintenance and Flexibility	**Y/N**	
Office Space	**Y/N**	
Storage—Classroom and Student Personal Articles	**Y/N**	
Safety Instruction Planned, Presented, Demonstrated	**Y/N**	
Safety Check—What Measures Taken	**Y/N**	
Classroom/Lab Safe	**Y/N**	
Accident Report Form	**Y/N**	
Fire Extinguisher Accessibility	**Y/N**	
	Y/N	
Advisory Committee Agenda and Minutes	**Y/N**	

Advisory Committee Roster	**Y/N**	
Advisory Committee as Presenters, Mentors, Field Trip Hosts	**Y/N**	
Student Involvement in CareerTech Student Organization	**Y/N**	
Local Chapter Affiliated and Involved Local/State	**Y/N**	
Student Officer Team	**Y/N**	
Agenda and Minutes of Meetings	**Y/N**	
Meeting Educational Goals of CTSO (Professional Development, Social, Leadership, Competition and Community Service)	**Y/N**	
Chapter Program of Work	**Y/N**	
Work-Based Learning Experience or Capstone Experience Provided	**Y/N**	
Forms Related to Work-Based Learning	**Y/N**	
Mentors/Preceptors Trained to Evaluate Students	**Y/N**	
Work-Based Learning Syllabus/Objectives	**Y/N**	
Criteria for Selection of Work-Based Sites	**Y/N**	
Enrollment, Placement, Follow Up Forms Completed on Time	**Y/N**	
Career Preparation—Work Keys, Resume, Job App	**Y/N**	
Positive Followup: Continuing Ed or Employed	**Y/N**	
Student Followup Data—Used for Program Eval	**Y/N**	
Evaluation of Course, Instructor, Facilities, Etc.	**Y/N**	